



**LAKE COUNTY, FLORIDA
DEPARTMENT OF GROWTH MANAGEMENT
PLANNING & DEVELOPMENT SERVICES**

**REZONING APPLICATION
SECTION 14.03.00**

Staff Initials: _____

Date: _____

Filing Fee: _____

Public Hearing Number: _____

1. Applicant's name: _____

Mailing address (complete) _____

E-Mail address: _____

Telephone number: (____) _____

Status: Owner _____ Appointee _____ Agent _____ Purchaser _____

2. Owner's name: _____

Mailing address (complete) _____

E-Mail address: _____

Telephone number: (____) _____

The property is generally located in the vicinity of the following streets:

3. Area of Property: _____ Sq. Ft. Acres: _____

4. Does Property Have:

Central water & sewer? Yes _____ No _____

Individual well and septic? Yes _____ No _____; or explain how services will be provided:

5. Existing zoning: _____ Proposed zoning: _____

If amendment of CP _____ or MP _____ Existing ordinance # _____

Note: A site plan is required for Commercial & Industrial zonings. Said plan to be prepared as enumerated on page 8 of this application, PUD's see page 9.

6. Future Land Use Map designation: _____

Wekiva River Protection area: Yes _____ No _____

Green Swamp Area of Critical State Concern: Yes _____ No _____

7. **IF** the proposed zoning is PUD (Planned Unit Development), indicate type of use:

Residential _____ Commercial _____ Industrial _____

THEN, refer to page 7 of this application for submittal requirements.

8. Any waivers or variances to the PUD ordinance requirements must be applied for at the time of rezoning request.

These WAIVERS or VARIANCES must be attached and made a part of this application.

If additional room is needed to fully answer the following questions please use additional paper.

9. List number of existing structures on site and their present use, and the use of the property:

10. Proposed use(s) of the site: _____

11. A statement describing any changed conditions that would justify the rezoning:

A statement describing why there is a need for the proposed rezoning:

A statement describing whether and how the proposed rezoning is consistent with the Lake County Comprehensive Plan: _____

A statement outlining the extent to which the proposed rezoning:

1. Is compatible with existing land uses: _____

2. Affects the capacities of public facilities and service: _____

3. Affects the natural environment: _____

4. Will result in an orderly and logical development pattern: _____

12. **Affordable Housing Projects:** Estimated value of structure(s) and land for each lot.

Structure(s): \$ _____ + Land \$ _____ = \$ _____

If the combined value is equal to or less than 80% of the median price of a home in the Orlando MSA and/or at least 30% of the dwellings in each phase are affordable; then the project qualifies for expedited review.

13. Is the proposed use permissible in requested zoning district?

YES _____ NO _____

PLANNER INTL: _____

14. Has any previous application been filed within the last year in connection with this property?

YES _____ NO _____. If YES, describe briefly the nature of the request:

15. Please attach the EXACT LEGAL DESCRIPTION of the property being petitioned for this rezoning [WARRANTY DEED].

Must be legible, as document will not be re-typed for Advertising. If you are rezoning a portion of the property shown on the Warranty Deed, a CURRENT SURVEY of such property is REQUIRED.

16. Please attach a current PROPERTY RECORD CARD for the parcel. A Property Record Card may be obtained from the

LAKE COUNTY PROPERTY APPRAISER'S OFFICE.

OWNER'S AFFIDAVIT

STATE OF FLORIDA)

COUNTY OF LAKE)

BEFORE ME, the undersigned authority personally appeared _____, who being by me first duly sworn on oath, deposed of and says:

1. That he/she is the fee-simple owner of the property legally described on page 2 of this application.
2. That he/she desires rezoning from _____ to _____ for the property legally described on Page 2 of this Application.
3. That he/she has appointed _____ to act as Agent to accomplish the above. The Owner is also required to complete the APPLICANT'S AFFIDAVIT of this Application if NO AGENT is appointed to act in his stead.

Affiant (Owner's Signature)

STATE OF FLORIDA

COUNTY OF LAKE

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification and who did _____ or did not _____ take an oath.

Notary Public (Signature)

(SEAL)

Print or type Notary Name

Commission (serial) Number _____

My Commission Expires: _____

NOTE:

All Applications shall be signed by the Owner(s) of the Property, or some person duly authorized by the Owner to sign. The authority authorizing such person other than the Owner to sign MUST be attached.

APPLICANT'S AFFIDAVIT

STATE OF FLORIDA)

COUNTY OF LAKE)

BEFORE ME, the undersigned authority personally appeared _____, who being by me first duly sworn on oath, deposes and says:

1. That he/she affirms and certifies that (s)he understands and will comply with all Ordinances, Regulations, and Provisions of Lake County, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of their knowledge and belief, and further, that this application and attachments shall become part of the Official Records of Lake County, Florida, and are Not Returnable.
2. That he/she desires rezoning from _____ to _____ for the property legally described on Page 2 of this application.
3. That the submittal requirements for the application, which are shown on Page 8, have been completed and attached hereto as part of this application.
4. That the sign cards which will be posted by the Growth Management Department on or before the first (1st) working day of the month in which the case will be considered for public hearing before the Planning and Zoning Commission and the Board of County Commissioners, will remain posted until final determination has been made by the Board of County Commissioners, after which said signs are to be REMOVED AND DESTROYED.

Affiant (Applicant's Signature)

STATE OF FLORIDA

COUNTY OF LAKE

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification and who did _____ or did not _____ take an oath.

(SEAL)

Notary Public (Signature)

Print or type Notary Name

Commission (serial) Number _____

My Commission Expires: _____

PROCEDURES

1. Applications shall be submitted to the Department of Growth Management no later than the first (1st) day of each month in order to be considered for Public Hearing during the third (3rd) Month following the submittal. **Affordable housing projects shall be granted a 15-day extension in the filing deadline.**
2. Upon receipt of an application, the Department of Growth Management shall advertise the request for a Public Hearing in accordance with the following:
 - a. PUBLICATION - At least ten (10) days in advance of the Public Hearing before the Planning and Zoning Commission, a notice shall be published in a newspaper of general circulation in the county. Said notice shall state the date, time and place of public hearing, and nature of the matter to be considered at said hearing, for both the Planning and Zoning Commission and the Board of County Commissioners.
 - b. MAIL - The Growth Management Department shall provide the names and addresses of the owners of all real property contiguous to and within 300 feet of the perimeter of the Applicant's property. The names and addresses shall be determined by reference to the latest approved Ad Valorem Tax Roll. The County Manager or designee shall mail notices to such property owners. Mailing shall be considered notice.
 - c. POSTING OF NOTICE - After an application has been filed, the Growth Management Department shall cause a sign or signs to be posted on the property concerned. The sign or signs shall be located in the most conspicuous place to the passing public. In addition, signs shall be posted on the public access roads and County Road(s) closest to the property concerned. In those cases where the property has not been properly Posted, the Board may POSTPONE or DENY the application without prejudice.
3. Beginning at 9:00 A.M., on the first (1st) Wednesday of the third (3rd) month after submittal of the application, the Planning and Zoning Commission shall hold a public hearing to consider the request, and shall recommend approval or denial to the Board of County Commissioners.
4. The Board of County Commissioners shall hold a Public Hearing on the fourth (4th) Tuesday of that same month to consider the recommendations of the Planning and Zoning Commission, at which time a Final Decision will be made.
5. APPLICATION FILING FEES:

Rezoning to "A" Agriculture and "RA" Ranchette District (five acre minimum) in the Rural LU Category - \$200.00 plus legal ad and notification cost.

Rezoning to Commercial and Industrial - \$1,250.00 plus legal ad and notification cost.

All other rezonings - \$1,000.00 plus legal ad and notification cost.

LEGAL AD FEES: \$30.58 plus \$3.08 per line for legal advertising to be submitted with application fees.

NOTIFICATION COST: \$ 0.39 each postage to notify abutting property owners within 300 feet of the boundaries of the property.

RECORDING FEES: Please do not include this fee as part of your application fee, a separate check is needed for recording of the FINAL APPROVED DEVELOPMENT ORDER in the amount of \$76.50 made payable to James C. Watkins, Clerk of the Circuit Court.

Applicant initiated postponements are subject to a \$100.00 fee.

PLEASE NOTE: Applications for a Planned Unit Development are subject to development staff review. Additional review fees are applicable. Please contact the Development Coordinator prior to submittal.

REZONING SUBMITTAL REQUIREMENTS CHECK LIST

The following required information shall be submitted with the rezoning application:

- ___ 1. General application form.
- ___ 2. Copy of the tax receipt and latest recorded warranty deed showing the current fee-simple titleholders of the property.
- ___ 3. A legal survey prepared by a surveyor registered in the State of Florida, showing an accurate legal description and the total acreage, is required when the property is part of a larger tract of land.
- ___ 4. Plot plan, for all non-residential rezoning, drawn to an appropriate scale, on a 22-1/2" x 27" reproducible sheet, showing the following information:
 - ___ a. Project name.
 - ___ b. North arrow, date and scale.
 - ___ c. Name, address and telephone number of the owner and applicant.
 - ___ d. Property lines and contiguous street(s).
 - ___ e. Location and dimensions, and square footage of building, of all existing and proposed structures, indicating their intended use, and setback distances from all property lines and roadways.
 - ___ f. Existing and proposed means of vehicular ingress and egress to the property.
 - ___ g. Location of off-street parking and loading areas, showing the number of spaces, and the dimensions of access aisles and driveways.
 - ___ h. Location of all buffers, screens, walls and fences, indicating their height and type of materials used.
- ___ 5. Filing Fee: \$_____ Check #_____ Cash_____

Make checks payable to the **LAKE COUNTY BOARD OF COUNTY COMMISSIONERS.**
- ___ 6. Any other information deemed necessary to establish compliance with this and other ordinances.

CHECK LIST VERIFIED BY: _____

DATE: _____

**ADDENDUM TO LAKE COUNTY ZONING APPLICATION
FOR PLANNED UNIT DEVELOPMENTS
REFERENCE CHAPTER XIV OF LAND DEVELOPMENT REGULATIONS**

A. Format Requirements for Site Plans

Unless specifically waived by the County Manager or designee, all site plans within the PUD or MUQD shall include the following submittal format requirements:

1. All plans shall be drawn to a scale of one (1) inch equal one hundred (100) feet, unless the County Manager or designee determines that a different scale is sufficient or necessary for proper review of the proposal, or another provision of these regulations requires a different scale.
2. The plans shall be twenty-four (24) inches by thirty-six (36) inches in size. A three-quarter (3/4) inch margin shall be provided on all sides except for the left binding side where a two (2) inch margin shall be provided unless the County Manager or designee determines that a different size is sufficient or necessary for proper review of the proposal.
3. If multiple sheets are used, the sheet number and total number of sheets must be clearly indicated on each.

B. Requirements for All Submittals

The front cover sheet of each plan shall include:

1. A general vicinity or location map drawn to scale (both stated and graphic) showing the position of the proposed site in the section(s), township and range, together with the principal roads, city limits, and/or other pertinent orientation information.
2. A complete legal description of the property.
3. The name, address, and telephone number of the owner(s) of the property. Where a corporation or company is the owner of the property, the name and address of the president and secretary of the entity shall be shown.
4. Name, business address, and telephone number of those individuals responsible for the preparation of the drawing(s).
5. Each sheet shall contain a title block with the name of the site, state and graphic scale, a north arrow and date.
6. The plan shall show the boundaries of the property with a metes and bounds description reference to section, township and range, tied to a section or quarter-section or subdivision name and lot number(s).
7. The area of the property shown in square feet and acres.
8. An aerial photograph with property boundaries overlain.

C. Final Development Plan Requirements (FINAL PLAT)

The development plan should consist of a general sketch with supporting information (the plan shall be drawn to scale, the proportions and location of the land use may be generalized). Each development plan shall show:

1. Existing Conditions
 - a. The location of existing property or right-of-way lines both for private and public property, streets, railroads, buildings, transmission lines, sewers, bridges, culverts, drain pipes, water mains, stormwater management systems, fire hydrants, and any public or private easements.
 - b. Any land rendered unusable for site purposes by deed restrictions or other legally enforceable limitations.
 - c. Topography at five (5) foot contour intervals.
 - d. All watercourses, water bodies, floodplains, wetlands, important natural features and wildlife areas, U.S.D.A. Soil Conservation Service soil types and FLUCS vegetative cover overlain on the plan.
 - e. Existing zoning district of the parcel.
 - f. A depiction of the abutting property within five hundred (500) feet of the proposal, not including public right-of-way in the measurement, showing:
 - (1) Land uses and locations of principal structures and major landscape features.
 - (2) Densities of residential use.
 - (3) Traffic circulation systems.
 - (4) Existing and proposed driveways.
 - g. Location of proposed site in relation to any established urban service areas and utilities.
2. Proposed Site Activities and Design
 - a. The approximate location and intensity or density of the proposed site.
 - b. A general parking and circulation plan.
 - c. Points of ingress and egress from the site with relation to existing or planned public or private road rights-of-way, pedestrian ways, or bicycle paths, and proposed access points to existing or planned public transportation facilities.
 - d. Proposed stormwater management systems on the site and proposed linkage, if any, with existing or planned public water management systems.
 - e. Location and availability of capacity for potable water and waste water facilities to serve the proposed site, including a description of any required improvements or extensions of existing off-site facilities.
 - f. Proposed open space areas on the site and types of activities proposed to be permitted on them.

- g. Lands to be dedicated or transferred to a public or private entity and the purposes for which the lands will be held and used.
 - h. A description of how the plan mitigates or avoids potential conflicts between land uses.
3. Proposed Methods of Providing the Following Services
- Water service (including fire flows) plus gallons per day requirements
 - Sewage disposal - plus gallons per day generated
 - Stormwater management concept
 - School age population
 - Fire protection
 - Police protection
 - Parks/recreation facilities
4. Waivers from the Land Development Regulations shall be indicated on the preliminary development plan or submitted in writing.

SECTION 14.03.02 - LAND DEVELOPMENT REGULATIONS APPLICATION

- A. Application
- 1. Generally. The application shall include the following information:
 - A. The applicant's name and address.
 - B. A narrative describing the request which includes:
 - 1. A description of the typical operations and/or activities conducted on the property.
 - 2. A statement describing any changed conditions that would justify the rezoning.
 - 3. A statement describing why there is a need for the proposed rezoning.
 - 4. A statement describing whether and how the proposed rezoning is consistent with the Lake County Comprehensive Plan.
 - C. A statement outlining the extent to which the proposed rezoning:
 - 1. Is compatible with existing land uses.
 - 2. Affects the capacities of public facilities and services.
 - 3. Affects the natural environment.
 - 4. Will result in an orderly and logical development pattern.

If the rezoning request requires an amendment to the Future Land Use Plan Map, the applicant shall follow the procedures outlined in Section 14.02.00.

Such other information or documentation as the County may deem necessary or appropriate to a full and proper consideration and disposition of the particular application.

Determination of Sufficient Application

All applications filed with Lake County will be reviewed for sufficiency within fifteen (15) days. At such time, the applicant will be notified in writing whether the application has been found sufficient or not, and if not what the deficiencies are. Once deemed sufficient, the formal review process will begin.

SECTION 14.03.03 Standards for Review

In reviewing the application for a rezoning, the Planning and Zoning Commission and the Board of County Commissioners shall consider:

- A. Whether the rezoning is in conflict with any applicable provisions of the Code.
- B. Whether the proposed amendment is consistent with all elements of the Lake County Comprehensive Plan.
- C. Whether and the extent to which the proposed rezoning is inconsistent with the existing and proposed land uses.
- D. Whether there have been changed conditions that justify a rezoning.
- E. Whether and the extent to which, the proposed rezoning would result in demands on public facilities, and whether, or to the extent to which, the proposed rezoning would exceed the capacity of such public facilities, including, but not limited to police, roads, sewage facilities, water supply, drainage, solid waste, parks and recreation, schools, and emergency medical facilities.
- F. Whether, and the extent to which, the rezoning would result in significant impacts on the natural environment.
- G. Whether, and the extent to which, the proposed rezoning would affect the property values in the area.
- H. Whether, and the extent to which, the proposed rezoning would result in an orderly and logical development pattern.
- I. Whether the proposed rezoning would be in conflict with the public interest, and in harmony with the purpose and intent of these regulations.
- J. Any other matters that may be deemed appropriate by the Planning and Zoning Commission or the Board of County Commissioners, in review and consideration of the proposed rezoning.